

**To:** Lucero, Adele[Lucero.Adele@epa.gov]  
**Cc:** Smith, Paula[Smith.Paula@epa.gov]  
**From:** Doris, Grace  
**Sent:** Mon 8/17/2015 3:33:44 PM  
**Subject:** FW: 24/7 keycard access

Adele, this request has been approved. I have also cleared access to RA suite with Betsy Varco. Please program key cards for individuals for access to RA suite 24/7 along with adding Laura Flynn-Jenkins and Lisa McClain-Vanderpool to the 24/7 access list. Rich and Tim are already on 24/7 access list. Please reply to Paula and all individuals on email CC: below once the programming and access list has been updated and copy me please and thank you.

**Grace M. Doris**

Physical Security Specialist Team Lead

U.S. EPA Region 8

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303-312-6399

***SEE SOMETHING SAY SOMETHING*** - Dial 312-6886 and select 1 -for SECURITY-  
***Be Vigilant!***

**From:** Smith, Paula  
**Sent:** Saturday, August 15, 2015 10:35 AM  
**To:** Doris, Grace  
**Cc:** McClain-Vanderpool, Lisa; Mylott, Richard; Jenkins, Laura Flynn; Davis, Tim  
**Subject:** 24/7 keycard access

Could you please provide 24 hour access to the building for those of my staff listed above? They need access regularly for press and media support, as well as in emergency responses such as Animas. They also need access to the RAs office from our suite, the door just to the right of my office.

Please let me know if you have any questions.

**- Paula**